

# **Enrollment Contract Amendment Instructions for the Open Enrollment Period for Fiscal Year 2023 Attendant Compensation Rate Enhancement (July 1, 2022 to August 1, 2022)**

In response to direction from the 76<sup>th</sup> Texas Legislature, the Health and Human Services Commission (HHSC) Provider Finance Department (PFD) adopted rules at Title 1, Texas Administrative Code (TAC) Section 355.112 for community care providers contracted with HHSC. These rules establish procedures for community care providers to obtain additional funds for increased attendant wages, benefits or insurance, and mileage reimbursement. According to these rules, community care providers who participate in the attendant compensation rate enhancement program and receive additional funds must comply with enhanced spending requirements. The attendant compensation rate component will remain constant for providers who choose not to participate in the rate enhancement program, except for adjustments necessitated by increases in the federal minimum wage, legislative appropriations, or both.

Participation in the Rate Enhancement program is optional.

For this SFY 2023, enrollment will be open until August 1, 2022 because TAC Section 355.112 states if the last day of open enrollment is on a weekend day, state holiday, or national holiday, the next business day will be considered the last day requests will be accepted.

## **GENERAL ENROLLMENT INSTRUCTIONS**

### **Changes to the Health & Human Services (HHSC) Open Enrollment Portal for Username and Password**

Before logging into the HHSC Open Enrollment Portal, a username and password are required. Login instructions are posted to our HHSC PDF website listed below. Click on your program then under the 2023 Rate Enhancement – Attendant Compensation link.

All providers contracted to HHSC for eligible services received an Enrollment Notification or an Enrollment Limitation Notification. Both notifications are available on the website listed below for reference:

<https://pfd.hhs.texas.gov/long-term-services-supports>

**This website is an important tool during Open Enrollment.** All forms, worksheets, and instructions can be accessed from the website using the following instructions:

1. Click on the program from the list of services in the left margin.
2. Scroll to the heading "Rate Enhancement – Attendant Compensation."
3. Click on the link "View 2023 Rate Enhancement – Attendant Compensation information."

All instructions are on our website for the program.

- All enrollment status changes through the HHCS Portal are due to be received by HHSC PFD **by August 1, 2022, at 5:00 p.m.** Neither faxes, mail, nor emails will be accepted.
- **Level 35 is the highest enhancement level that any contract may request.**
- Levels are awarded within available funds; therefore, it is possible that a provider will not be awarded the requested level due to limited enhancement program funding.

According to 1 TAC Section 355.112, no provider will be enrolled in the attendant compensation rate enhancement at a level higher than it achieved on its most recently available audited report functioning as an Attendant Compensation Report. As a result, all providers who received notification of recoupment on the 2020 Cost Report, 2020 Accountability Report, or 2021 Accountability Report will have their level of participation limited to the level achieved on the most recently audited report. Affected providers will need to check the website for the notice of limitation.

## **TRAINING**

PFD has created an Open Enrollment Video to explain the Attendant Compensation Rate Enhancement requirements. This video can be found on our website at:

<https://pfd.hhs.texas.gov/long-term-services-supports>

**From this website, select the appropriate program, and scroll down to the heading "Rate Enhancement – Attendant Compensation." Click on "View 2023 Rate Enhancement."**

**Click on "Open Enrollment Video" to access the Video.**

### **ENROLLMENT CONTRACT AMENDMENT (ECA)**

The open enrollment for payment rates effective September 1, 2022, begins July 1, 2022, and ends August 1, 2022. To enroll, contracted providers must properly complete the ECA online at the below address.

<https://rad-apps.hhsc.texas.gov/rfr/Login.aspx>

Any provider who has not submitted their properly completed ECA to HHSC PFD by 5:00 p.m. on August 1, 2022, will continue at the Level of Participation in effect during the open enrollment period, within available funds (unless the provider was subject to an Enrollment Limitation as described above). This continued enrollment provision is called "roll-over" enrollment. If unsure of the current Level of Participation, that information is available on our website.

A properly completed ECA must:

1. Have a checkmark in either the "Yes, this facility chooses to enroll" or the "No, this facility chooses not to enroll" box;
2. Verify the fiscal year-end for the entity. If incorrect, email the PFD Help Desk at [costinformationPFD@hhs.texas.gov](mailto:costinformationPFD@hhs.texas.gov) to have the information verified and corrected; and
3. Reflect the correct 9-digit contract number for the provider.

In addition, providers checking the "Yes" box must indicate their chosen Level number from 1 to 35 in the "Level" box. Please note that Level 0 is not an option.

**HHSC PFD must receive the ECA submitted through the HHSC PFD website no later than 5:00 p.m. on August 1, 2022.** HHSC PFD will not accept requests after this deadline.

## **ENROLLMENT WORKSHEETS AND INSTRUCTIONS**

Enrollment Worksheets and Instructions can help determine the appropriate level of enrollment for the current spending levels. These resources are available on our Rate Enhancement webpage for the program. Locate and open the "Enrollment Worksheets" and "Enrollment Worksheets Instructions" elements on the Rate Enhancement webpage.

## **AWARDED LEVELS**

After September 17, 2022, HHSC PFD will post a list of contracted providers on its Attendant Compensation Rate Enhancement website for all Community Care programs and their enrollment status (i.e., participant and associated level or nonparticipant) to be effective September 1, 2022.

This "Participation Status – Levels Awarded" list located on the Rate Enhancement webpage for the program will be the only notification of enrollment status provided by HHSC.

For any questions concerning the ECA or Open Enrollment, please contact [HHSC PFD, Long Term Services and Supports](#).